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Subject:	**ACT – RECOGNITION OF PRIOR LEEARNING**
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Recognition of Prior Learning (RPL) Policy

Introduction

ACT recognises that knowledge and skills can be acquired from a wide range of learning experiences. Students at ACT should enter a programme at a level appropriate to their prior learning and qualifications. The college encourages Recognition of Prior Learning (RPL) as a means of providing entry to, or credit within, all programmes at both undergraduate and postgraduate levels.

Definition and nature of RPL

ACT identifies the following form of RPL:

Recognition of Prior Certificated Learning (RPCL) or credit transfer is a process through which previously assessed and certificated learning is considered and, as appropriate, recognised for academic purposes. It can enable a learner to transfer credit gained within one programme of study to another programme of study at the same or a different institution. Credit can be used from a previously uncompleted or completed award, as long as it has been acquired within the last 10 years. Learning from a higher level cannot be counted down.

The use of RPL within ACT

ACT allows a student, or potential student, to use RPL to allow them to gain credit within programmes of study at undergraduate and postgraduate levels (i.e. credit for modules).

Normally, all RPL requests should be made before the module(s) has commenced. Once a module has commenced, RPL requests must be made no later than the 2nd week of classes.

Each student requesting RPL must provide official supporting documentation to the Admissions office. All papers are then evaluated by the Associate Dean for Administration and Student Affairs and the relevant Department Chair. The assessment of RPL must center on the demonstration by the applicant of the skills, knowledge and understanding required to progress successfully within the programme. Based on these criteria, a decision is made whether the RPL request will be accepted or not. The decision is communicated to the student through the Admissions office, within a period of one week following the submission of the request.

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Credit limits and grading for RPL

The maximum amount of credit that can be counted towards the award of OU-validated Honors degree is 240.

Recognition for prior learning is not permitted at level 6 of a Bachelor's Degree or for the thesis/dissertation/capstone module, where students are expected to complete 120 credits in order to gain the award. Recognition for prior learning is not permitted for the thesis/dissertation/capstone module on a PG programme.

For students who concurrently pursue a degree at another institution, a maximum of two (2) courses can be transferred.

ACT accepts courses completed in International Baccalaureate (IB) programs. Upon consultation and approval of the respective Chair/Coordinator, entering students who have passed IB higher-level exams with a grade of 4 and above may request transfer credit on more than one course. Transfer credit for IB standard level exams also requires a grade of 4 or above and is evaluated on a course-by-course basis at the Division level.

RPL is ungraded and does not count as credit undertaken at ACT.

Appeals and Complaints

In line with the college's academic appeals policy, appeals cannot be made against the assessment decision on RPL. Appeals can only be based on the grounds of a material administrative error, or other material irregularity.

In case of fraudulent applications for RPL, the college will deny the credit transfer. If the applicant is matriculated at ACT, the student will be referred to the Academic Standards and Performance Committee for further sanctions.

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